

*Information Technology Resource Management Council (ITRMC)*

**IDANET Steering Committee**

September 23, 2009 Meeting Minutes

(Approved by Committee November 17, 2009)

The September 23, 2009, IDANET Steering Committee meeting was held in Conference Room 302 of the LBJ Building, 650 West State Street, Boise, Idaho.

**ATTENDANCE**

**Members Present:**

John McAllister, Chair, Dept. of Labor  
Michael Farley, Dept. of Health and Welfare  
Mike Guryan, OCIO  
David Tolman, Idaho Dept. of Transportation

**Others Present:**

Alvino Artalejo, Dept. of Health and Welfare  
Eric Beck, Dept. of Labor  
Sally Brevick, OCIO  
Robin Finch, Dept. of Administration

Bob Hough, Dept. of Labor  
Kathryn Romano, Idaho Dept. of Transportation  
Greg Zickau, OCIO

**APPROVAL OF THE PREVIOUS MINUTES**

**MOTION:** Michael Farley moved and David Tolman seconded a motion to approve the minutes of August 24, 2009; the motion passed unanimously.

**TRANSITION PLANNING - UPDATE**

Mike Guryan provided an update on the transition planning:

**IdaNet Transition**

- Significant hurdles
  - IEN RFP
  - Implementation/Migration of circuits
  - Development of the MAN
  - Funding

**IdaNet Transition**

- IEN RFP
  - Replacement of the ATM ring defined in the RFP is not the architecture desired.
  - "Government services" requirements not defined in the RFP.
  - RFP provided for changes in requirements, what is the mechanism?
  - Lack of clarity is hampering progress.

### IdaNet Transition

- MAN requires time and technical expertise to continue development.
- Migration of circuits
  - ATM circuits now off contract = \$12,000/month increase statewide.
  - Need to begin migration now. What is purchasing vehicle? (IEN RFP issue)

### IdaNet Transition

- Propose we establish a dedicated team to develop the low-level design, migrate circuits and establish the MAN.
  - Team from DHW, ITD, OCIO, Labor, Cisco sales and a technical partner TBD.
- Focus on
  - Agency WAN circuit migration.
  - Design MPLS structures for entire WAN/MAN
  - Prepare for migration to MAN - define formal requirements.
- Relocate for duration of project.

### IdaNet Transition

- Next Steps:
  - Develop SOW for technical partner (TBD)
  - Establish technical team and logistics (Guryan/Romano)
  - Resolve IEN RFP issues (Zickau/Guryan)
  - Funding for technical resources (Zickau/Guryan)

### IdaNet Transition

- Funding for technical resources to assist in MPLS implementation:
  - Seek contributions from
    - DHW
    - ITD
    - OCIO
    - Labor
    - SCO
    - IdaNet transition fund

ID	Task Name	Start	Finish	Duration	Q2 09			Q3 09			Q4 09			Q1 10			Q2 10			Q3 10			
					Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
1	Discovery	5/1/2009	8/27/2009	17w																			
2	High Level Design	8/3/2009	10/9/2009	10w																			
3	Low Level Design	10/15/2009	11/25/2009	6w																			
4	Implementation and test	12/1/2009	1/25/2010	8w																			
5	Migrate WAN Circuits	2/2/2010	5/24/2010	16w																			
6	Develop MAN RFP	9/22/2009	10/26/2009	5w																			
7	Release MAN RFP	10/27/2009	12/7/2009	6w																			
8	Evaluate MAN RFP	12/8/2009	12/21/2009	2w																			
9	Award MAN RFP	12/22/2009	12/22/2009	0w																			
10	Order MAN circuits	12/22/2009	2/1/2010	6w																			
11	Migrate MAN Circuits	2/2/2010	3/29/2010	8w																			
12	Project Complete	5/25/2010	5/25/2010	0w																			

- Bob Hough noted that the ATM circuit costs for Labor are in fact higher than previously thought.
- With regards to the IEN RFP, it is still necessary to define all of the State's requirements in order for the vendor to provide quotes.

- Michael Farley suggested that Health & Welfare could leave IdaNet and return when the MAN is in place, continuing in the meantime to pay the monthly fees.
- It is not known at this stage if an RFP for the MAN is required.
- Discussion around forming a migration team from various agencies raised an issue about agencies currently not being able to spare members of staff to could dedicate themselves full time to the IdaNet transition. Alternatives were discussed, these include hiring a contractor, having the vendor provide that service, using current staff on a part time basis, a combination of current staff and hired contractors. It was generally agreed that sparing a knowledgeable member of staff for one full day a week would be more workable for agencies.
- John McAllister reminded the Committee that there was PNI money that could used to determine the internal connections of CMFONI. This has to be approved by the Board of Examiners.
- A request was made for members of the Committee to have a copy of the IEN RFP. Sally Brevick will distribute the RFP following this meeting.

#### **TECHNICAL UPDATE**

This item was included in the Transition Planning Update.

#### **FINANCIAL UPDATE**

Nick Leonardson was unable to be present at the meeting but had provided a financial report beforehand which was reviewed.

#### **NEW BUSINESS**

There was no new business to come before the Committee and the meeting adjourned.

**NEXT SCHEDULED MEETING: October 20, 2009, 1:30 to 3:30pm in Conference Room 155 of the LBJ Building, 650 West State Street, Boise.**

Respectfully submitted,



Sally Brevick, Office of the CIO